



Title: Operations Coordinator

Operation Coordinator – Part time employee position

Remuneration: \$32,000 - \$38,000

Hours: Flexible hours based on programming; schedule will be provided a month in advance.

Position Summary:

The position is responsible for ensuring that the on field aspect of operations run smoothly and effectively. It is also responsible for ensuring all aspects related to uniforms and equipment are managed in a timely manner including assisting with the ordering of uniforms and equipment, ensuring all field permits and fields are maintained and prepared for games, maintaining equipment boxes and all club storage facilities, assisting in various club functions, general administrative and registration duties as required.

Staff and Volunteer Relationships:

The position reports to the Director of Operations (DO) for some tasks and the Technical Director (TD) for others. The position works collaboratively with the Administrative and Technical staff. As well, the position works closely with volunteers in the development and delivery of specific activities and responsibilities.

Specific Responsibilities:

Manage the club's uniforms for all programming, ensuring the following is actioned:

- All inventory is kept up to date
- Safe storage of all uniform inventory that ensures they are kept secure, clean and dry

- All distribution of kit throughout the season as new players join programs is distributed in a timely fashion.
- Working with the DO and Administration staff to ensure kits are bagged and distributed at the start of programming.
- Working with the BCSPL Lead to ensure the BCSPL uniforms are packaged and distributed and that all inventory is kept up to date.
- Be on site as necessary and directed to manage any uniforms issues and additional distribution that may arise.
- Provide any other assistance as and when required by the DO and/or TD.
- Ensure that equipment locations are managed, locked and in good order at all times, removing wastage where required and disposing of it at landfill.
- Be on site at storage locations for any deliveries as and when required by suppliers.
- Provide monthly reporting to the DO and TD to highlight any concerns or issues that may arise.

Ensure fields are equipped and set-up for games and practices, including but not limited to:

- Working with the TD and Program Leads to ensure all programming has the appropriate equipment and that it is in a satisfactory state.
- Ensure that inventory of all equipment is kept up to date and highlight any requirements to the DO for ordering.
- Pick up any equipment orders that are placed should a delivery not be possible.
- Responsible for managing equipment return and ensuring all volunteer coaches return Club equipment.
- Ensure fields are lined for programs throughout the season.
- Ensure all field boxes are regularly secured and have the necessary equipment for games and any changes to lockbox codes are distributed to those who need them.
- Work with Spring and Summer Camp staff to ensure equipment is maintained at locations on a weekly basis through the spring and summer.
- Highlight any field safety issues or concerns.
- In conjunction with other staff assist in inclement conditions, where required, attend field sites to advise if safe for play.

- Ensure the nets on all fields are at a good standard and are repaired as required. (New nets should be on goals for the start of the season.)
- Ensure tents are maintained (including washing twice a year) and stored in the appropriate locations and distributed throughout the season where required.
- Be on site at storage locations for any uniform or equipment deliveries as and when required

Provide support for Club events , where required:

- Annual Clash of the Coaches event - set up and take down.
- Grad / Awards night event - set up and clean up, pick up awards and drop off for engraving.
- Support for any Club jamborees as requested by the Management team.
- Support for annual giving events (Food bank, cleat drive etc)

Other required tasks :

- Responsible for the maintenance of the Club van, ensuring the Executive Director is aware of any repairs and requirements
 - Eg. book maintenance as required and arrange for van to get to place of maintenance and to be picked up
- Ensure the van has sufficient gas at all times for required staff to use, ensuring receipts are kept and provided to the Club for financial management.
- Evaluations - Ensure that all equipment is ready and on field for the set up of evaluations, including ensuring pinnies are washed and ready for distribution. Remain on site through the evaluations to assist with sign in and support the on field evaluation process where required.

Applicants must have a valid BC driver's license.

Send your CV to info@vancouverunitedfc.com. Only candidates we plan to interview will be contacted.